

DISTRICT ATTORNEY EMPLOYEE’S CHILD SUPPORT DAILY TIME STUDY FOR IV-D STAFF PERFORMING EDP ACTIVITIES

(INSTRUCTIONS ON BACK)

1. EMPLOYEE NAME							2. CLASSIFICATION											3. COUNTY							4. MONTH/YEAR								
LINE	ACTIVITIES	DAYS																															Grand Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A	SACSS Regular																																
B	Software Acquisition / Development																																
C	System Maintenance and Opr. (M and O)																																
D	Year 2000 Enhancements																																
E	Welfare Reform																																
F	Other Mandated Enhancements																																
G	Conversion																																
H	Data Clean Up																																
I	Interface Development																																
J	Facilitate System Training (Host County)																																
K	Mandated Hardware Enhancements																																
L																																	
M																																	
N																																	
O	Total Child Support EDP Hours (Sum of A through N)																																
P	Other Child Support Hours																																
Q	Total Non Child Support Hours	1. DISREGARD																															
		2. CSA																															
		3. OTHER																															
R	Total Hours Worked (Sum of O through Q)																																
S	Nonallocable, Vacation, Sick Leave, Coffee Breaks, etc.																																
T	Daily Grand Total Hours (Line R plus Line S)																																

EMPLOYEE

I hereby certify that this is a true and accurate report of my time, and the function performed as shown above.

SUPERVISOR

I hereby certify the employee's daily time records have been examined and that, to the best of my knowledge and belief, this time record is true and correct, and the functions were performed as shown above.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE

A. EDP Personnel Time Study

A. SACSS Regular:

Activities of personnel engaged in the Feasibility Study and development and implementation of SACSS. This may include, Pre-Conversion, Conversion, Data mapping, Cabling, Hardware installation, PMWG costs, County Staffing Loan, Mandated Enhancements, and any other approved SACSS activities with regular FFP funding.

B. Software Acquisition/Development:

Activities of personnel engaged in software development necessary to operate CASES or other state approved consortia system.

C. System Maintenance and Operation (M & O):

Activities of personnel engaged in system maintenance and operation of consortia systems and other state approved systems.

D. Year 2000 Enhancements:

Activities of personnel engaged in planning, design and implementation of Year 2000 enhancements.

E. Welfare Reform:

Activities of personnel engaged in planning, designing and implementing of Welfare Reform. This line is used for Welfare Reform changes to and other approved consortia systems.

F. Other Mandated Enhancements:

Activities of personnel engaged in planning, design and implementation of system enhancement to consortia and other state approved consortia and/or interim systems to comply with federal, state or county mandates.

G. Conversion:

Activities of personnel engaged in data mapping, manual/automated data extraction and conversion to CASES system or other state approved consortia system.

H. Data Clean Up:

Activities of personnel engaged in auditing accounts, correcting and cleaning up data for case integrity, before converting cases to CASES or other state approved consortia systems. This activity is only for the Statewide Automated Child Support System (SACSS) counties, before converting to CASES or other approved consortia systems.

I. Interface Development:

Activities of personnel engaged in planning, design and implementation of local interfaces for CASES and other state approved consortia system.

J. Facilitate System Training (Host county);

Activities of personnel engaged in planning the training curriculum, facilitating and providing materials, facilities and support to the counties converting to consortia systems and other state approved systems.

K. Mandated Hardware Enhancements:

Activities of personnel engaged in upgrade/enhancement of hardware necessary to implement federal and state mandated requirements.

L through N:

These lines are reserved for additional EDP activity codes that may be provided in the future. Activities and instructions will be provided to counties in a separate FSD letter, if necessary.

O Total Child Support EDP Hours:

These are the total EDP child support hours (the sum of Lines A through NP).

P. Other Child Support Hours:

The hours spent in performing other non-EDP child support activities such as processing child support collections, establishment of paternity, establishment of support, enforcement of support, location of non-custodial parents or other child support related activities.

Q. Total Non-Child Support Hours:

These are the hours engaged in non-child support activities. The Disregard category is to capture activities related to issuing disregard payments and responding to disregard inquiries. The Child Support Assurance CSA category is for activities/time spent on demonstration projects approved under Assembly Bill 1542. The Other category is for time spent in non-IV-D activities such as, child kidnapping, custody and/or visitation, prosecution of welfare fraud and working spousal support-only cases.

R. Total Hours Worked:

These are the total hours worked (the sum of line O through line Q).

S. Nonallocable:

These are the total hours spent on coffee breaks, vacation, sick leave. etc.

T. Daily Grand Total:

These are the total hours (the sum of line R plus line S).